



COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT:	Definitions	Chapter:	1
		Section:	1.2
REFERENCES:	7 CFR 247.1	Page:	1 of 3
		Revised:	04-2014

PURPOSE: To provide standard definition for terms used in the administration of the Missouri Commodity Supplemental Food Program.

POLICY: The definitions in the federal regulation and herein shall be used when administering the Missouri Commodity Supplemental Food Program.

PROCEDURES:

Applicant: any person who applies to receive program benefits. Applicants include program participants applying for recertification.

Caseload: the number of persons the State agency may serve on an average monthly basis over the course of the caseload cycle.

Caseload cycle: the period from January 1 through the following December 31.

Certification: the use of procedures to determine an applicant's eligibility for the program.

Certification period: the period of time that a participant may continue to receive program benefits without a review of his or her eligibility.

Commodities: nutritious foods purchased by USDA to supplement the diets of CSFP participants.

CSFP: the Commodity Supplemental Food Program. See attachment 1.1.

Department: the U. S. Department of Agriculture.

Disqualification: the act of ending Program participation of the participant as a punitive sanction.

Elderly persons: persons at least 60 years of age.

Fiscal year: the period from October 1 through the following September 30.

FNS: the Food and Nutrition Service of the U. S. Department of Agriculture.



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Food banks: MDHSS enters into single source contractual agreements with Second Harvest Food Banks in Missouri to serve as local and sub-distributing agencies of CSFP.

Homebound elderly persons: persons who are, in the judgment of the local agency, unable to obtain monthly food packages without assistance provided by or through the local agency.

Local agency: a public or private nonprofit agency, which enters into an agreement with the State agency to administer CSFP at the local level.

MDHSS: Missouri Department of Health and Senior Services.

No-show participants: enrolled persons who fail to pick-up food during a month.

Nonprofit agency: a private agency or organization with tax-exempt status under the Internal Revenue Code, or that has applied for tax-exempt status with the Internal Revenue Service.

Proxy: any person designated by a participant, or by the participant's adult parent or caretaker, to obtain supplemental food on behalf of the participant.

7 CFS part 250: the Department's regulations pertaining to the donation of foods for use in USDA food distribution programs.

7 CFS part 3016: the Department's regulations pertaining to administrative requirements for grants and cooperative agreements with State, local, and Indian tribal governments.

7 CFS part 3019: the Department's regulations pertaining to administrative requirements for grants and cooperative agreements with nonprofit organizations.

7 CFS part 3052: the Department's regulations pertaining to audits of States, local governments, and nonprofit organizations.

State: any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Northern Mariana Islands.



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State agency: the Missouri Department of Health and Senior Services, the agency designated by the State to administer CSFP at the State level.

State Plan: the document that describes the manner in which the State agency intends to administer the program in the State.

Sub-distributing agency: an agency or organization that has entered into an agreement with the State agency to perform functions normally performed by the State, such as entering into agreements with eligible recipient agencies under which commodities are made available, ordering commodities and/or making arrangements for the storage and delivery of such commodities on behalf of eligible recipient agencies.